

BY ORDER OF THE COMMANDER



SAFB INSTRUCTION 36-2202

15 February 2000

Personnel

ROUTES OF MARCH AND FORMATION SAFETY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-22, Sep 93, ***Military Training***, establishes routes of march between the dormitories and school areas and includes formation safety guidelines. This instruction applies to non-prior-service (NPS) students assigned to 82d Training Wing (82 TRW) units, participating sister services, and all tenant agencies physically located on Sheppard Air Force Base; and to geographically separated units (detachments and operating locations) where appropriate. It does not apply to students assigned to the 982d Training Group. Refer questions or suggestions regarding this instruction to the office of collateral responsibility (OCR), 82 TRSS/TTM.

SUMMARY OF REVISIONS

The Road Guard Positions and Route of March map at attachment 1 has been modified to delete the west route of march crossing Missile road and extend the route of march east along 10th street to incorporate building 987. References to squadron section commanders changed to military training flight (MTF) commanders and military training managers (MTMs) changed to military training leaders (MTLs). **Note:** The term "student" as used in this instruction refers to an NPS military individual on base to attend prerequisite or initial skills technical training. Other changes include road guards stopping on coming traffic, stragglers maintaining proper military bearing, marching in adverse weather, and implementation of the severe weather plan. A "★" indicates revisions from the previous edition.

Section A – Responsibilities

1. Chief, Military Training Support Flight (82 TRSS/TTM): Provides supplemental instructions as necessary and periodically monitors the routes of march. Appoints military training leaders (MTLs) to periodically monitor formations assigned to the 82d Training Group, 782d Training Group, and 882d Training Group. This includes fall-in, roll call, form-up, marching to or from school and ensuring permanent road guards are in positions.

1.1. Military training flight commanders ensure that the requirements of this instruction are briefed during the in-processing briefing and the requirements are enforced.

1.2. The MTLs, course supervisors, and classroom instructors must be familiar with the requirements of this instruction, comply with, and enforce compliance as appropriate.

Section B – Procedures

2. All formations will be marched in accordance with AFMAN 36-2203, ***Drill and Ceremonies***, except as indicated in this instruction.

2.1. The NPS students, regardless of phase, will march in formation unless excused by proper authority. Also, individuals may ride the bus to and from training **only if** specifically stated on AF Form 422, **Physical Profile Serial Report**, and signed by proper authority (see Table 2 for proper authority).

2.1.1. Marching units will be sized and uniform prior to departing the dormitory or school area. Formations will march on the right side of roadway with the flow of traffic and follow the proper route of march designated in Attachment 1. Formations will depart the NPS dormitory area to ensure students arrive at their respective school area no earlier than 15 minutes prior to class start time. Those with a physical profile will depart at the same time their formation leaves unless the military training flight commander, first sergeant, chief MTL, or MTL determine a medical problem exists that will require a student to be given more time.

TABLE 1 SIZING FORMATIONS (Number of students includes formation commander)				
	A	B	C	D
L I N E	When the number of students is:	then the number of elements should be:	and the number of road guards required:	then road guards would be positioned:
1	3 - 12	1 or 2	Student leader or ranking student will act as formation commander and road guard.	
2	13 - 29	2 or 3	4	2 - front of flight 2 - rear of flight 6 paces from flight (front and rear)
3	30 or more	flights will normally be 4 elements by 9 ranks. The last flight may not be more than 14 or less than 6.	8	4 - front of formation 4 - rear of formation Front: 6 paces for one flight formations, 12 for squadron formations. Rear: 6 paces from formation.

2.1.2. All students will be formed into marching units and marched to and from their designated dining halls, following the proper route of march.

2.1.3. If a single class is dismissed early (excluding lunch), the students will remain in place until the remainder of their squadron is released. If the release time is in excess of 5 minutes, at which time a student leader or ranking student will form the class into a marching unit and march the class to their dormitory using the proper route of march.

2.1.4. All NPS students released from school at the end of their respective shift will form up at their squadron-directed form-up area and march to their dormitory in squadron formation.

2.1.5. The formation commander will observe routes of march for potholes or other tripping hazards that could cause injury to students and will report the problem to an MTL or classroom instructor.

2.1.6. Pumps or high heels will NOT be worn while in formation.

2.1.7. Unless specifically required for performance of duties, all students will wear the same uniform as designated by their squadron military training flight (MTF). Students will wear each designated uniform combination (BDUs, blues, whites, etc) in a uniform manner (i.e., collars up/down, hoods on/off, gloves on/off, ear flaps up/down, etc.). Military training flight commanders may make exceptions to this policy as dictated by weather or individual need.

2.2 Road Guard Procedures:

2.2.1. Permanent road guards will be assigned to positions by squadrons as indicated in Attachment 1. Road guards will be briefed by an MTL on policies and safety procedures prior to being assigned to road guard positions. These positions will be filled 0515 - 0545 and 1500 - 1530 during training days (0615-0645 and 1600-1630 during summer schedule).

2.2.2. Road guard monitors will be student leaders. This position can be delegated only if an MTL is marching the formation. Road guard monitors are considered part of the formation and will operate under the direction of the formation commander.

2.2.3. At intersections where cross traffic has the right of way and permanent road guards are not available, formation commanders will use the following procedures:

2.2.3.1. Stop the formation to where the front road guards are not closer than six paces from the intersection. Formation commanders or road guard monitors will ensure the intersection is clear of traffic and then enter prior to posting the road guards. **(NOTE: THIS RESPONSIBILITY WILL NOT BE DELEGATED TO ANYONE ELSE.)**

2.2.3.2. CAUTION: At intersections where stop signs are not posted, road guards must be in position prior to the formation entering the intersection.

2.2.3.3. Marching road guards will not train replacements while performing their duties. Training of road guard replacements will consist of a briefing given by a certified MTL covering procedures identified in this instruction. Formation commanders, permanent road guards, and marching road guard monitors will:

2.2.4.1. Use caution to ensure they are seen by vehicle operators and that their intention to stop traffic is understood prior to moving troops into an intersection.

★**2.2.4.2.** Raise their arm(s) at a 90-degree angle with the palm of the hand or the side of an illuminated flashlight directed towards the on coming traffic.

2.2.5. Road guards will:

2.2.5.1. Attract the vehicle operator's attention to ensure he/she stops and/or alert the formation commander and move from the path of vehicles that are unable to stop.

2.2.5.2. Signal traffic to proceed if it will not interfere with the safety or movement of the formation. Ensure that the formation commander is notified prior to signaling traffic to pass. Do not stop traffic indiscriminately.

2.2.5.3. Keep formation commanders informed of any hazards that might interfere with the safe movement of their formation.

2.2.6. Commanders of formations with only 3 to 12 students (including themselves) will halt the formation 6 paces from an intersection, and after all traffic is cleared, will enter the street with arms raised, indicating intention to cross the intersection. When the formation is safely through the intersection, formation commanders will halt the formation 6 paces from the intersection and then rejoin their formation.

★**2.2.7.** Formation commanders will not use other formation's road guards to march their students through an intersection or have their road guards tap (piggyback) any other formation's road guards to cross an intersection.

2.3. Supervision of Marching Units

2.3.1. The MTLs will be used, if available, to march students. When an MTL is not available, the student leaders or a ranking student with marching experience will be placed in charge.

2.3.2. The MTLs will monitor the movement of their students to school each morning and will check other movements throughout the day.

2.3.3. The duty squadron will monitor the route of march daily and provide the 82 TRSS/TTM with weekly written feedback on troop movements.

2.4. Formation Discipline and Courtesy

★2.4.1. Cadence will be in accordance with AFMAN 36-2203.

2.4.1.1. Mass cadence or singing is prohibited between 2200-0600 daily south of 9th Street.

2.4.1.2. Mass cadence or singing is prohibited north of 9th Street only when immediately adjacent to a facility in which classes are held.

2.4.2. Obscene, sexist or degrading language and gestures will not be used or tolerated.

2.4.3. Yield right of way to other formations already marching on the route of march.

2.4.4. Backpacks and bags will not be carried over the shoulder. All items carried by hand will be held toward the inside of the formation except flashlights which will be carried to the outside of the formation. Student leaders and road guards will not carry anything (except a flashlight during hours of darkness or limited visibility).

2.5. Policies Governing Stragglers

★2.5.1. Stragglers are defined as NPS students who are not in formation when going to or from school, details, or appointments. When not in formation during the duty day, students will possess a valid pass (See Table 2). Stragglers will maintain proper military bearing at all times. Students will straggle ONLY on authorized routes of march as reflected in Attachment 1 of this instruction, using sidewalks when available. When sidewalks are not available, students will march in the street against the flow of traffic. Those students in school during "T" shift (1500-2400) are not required to possess authorizations other than their SAFB Form 303, **Phase Card**, with the appropriate shift stamp (as outlined in AETCI 36-2216/SAFB Sup 1, *Administration of Military Standards and Discipline Training*) when off duty.

2.5.2. Students in groups of three or more will march in the street. One or two students will march on the sidewalk. Students will follow the route of march to the point nearest their destination and then march in a military manner directly to their destination.

2.5.3. Students who possess an AF Form 422 or a computer generated waiver authenticated by a physician will be allowed to straggle only after that waiver is signed by the MTF commander, first sergeant, or MTL.

2.5.4. If necessary to use a bus, the MTF commander, chief MTL, or designated representative must authorize the student to ride the bus. The student must carry a copy of the authorization documentation on his or her person.

2.6. Inclement/Severe Weather

2.6.1. The following procedures will apply whenever squadrons and MTF dormitories are notified of inclement/severe weather:

2.6.1.1. Formations going to school will be formed at the dormitory without unnecessary delay (no sizing the formation, roll call, passing out appointment slips, etc.) and marched in squadron formation directly to their school building.

2.6.1.2. When released from class, students will assemble in formation without delay and march to their dormitory.

2.6.1.3. All student movements will follow the proper route of march and comply with applicable road guard and safety procedures.

2.6.1.4. When lightning is within 5 nautical miles, personnel will take shelter in the nearest building and remain there until the lightning is outside 5 nautical miles. If in a dormitory, classroom, or other indoor facility, personnel will remain inside until the thunderstorm has passed. If shelter is taken in a facility along the route of march, the formation commander will telephone his/her squadron charge of quarters (CQ) and report his/her location. If bussing has been or will be implemented, the MTL/squadron CSS will call Transportation at x6-1843 and report the formation's location.

2.6.1.5. When thunderstorms are forecasted for the local area, the guidon will not be carried.

★2.6.2. In cases of ice or snowstorms, students will be allowed to march "At Ease" while complying with the provisions of paragraph 2.6.1. of this instruction and paragraph 3.1. of SAFBI 24-301, *Transportation of Students During Adverse Weather*. (NOTE: Cadence is not called when marching "At Ease" however, silence, dress, cover, interval, and distance must be maintained. The formation must be called to the position of attention prior to giving any further commands, i.e. Flight Halt, Forward March.)

2.6.3. In cases of extreme heat, when the wet bulb globe temperature (WBGT) is Stage IV or V, formations will be marched "At Ease."

★2.6.4. The severe weather plan will be implemented IAW SAFBI 24-301 by the Command Post if any of the following conditions exist or will exist during student movement:

2.6.4.1. Wind chill factor of -15 degrees Fahrenheit or below.

2.6.4.2. Lightning within 5 nautical miles.

2.6.4.3. Freezing rain, icing conditions, or heavy snow.

2.6.5. Current copies of the severe weather plan will be disseminated to all squadrons by the 82 TRSS/TTM.

	TABLE 2 WHEN TO ISSUE A PASS		
	A	B	C
L I N E	When NPS students are authorized to straggle by one of the following:	then authorization must be for:	And approval is granted by completion of:
1	Instructor/Instructor Supervisor	specialized individual assistance (SIA)	AETC Form 50, Appointment Slip (See notes 1, 2, 5)
		reporting early to school or held after rest of class has left	AETC Form 50, Appointment Slip (See notes 2, 5)
		appointments during class hours	AETC Form 50, Appointment Slip (See notes 2, 5)
		total number of students in class two or less (too small for a formation and no formation for them to join)	AETC Form 50, Appointment Slip (See note 5)
		absent from class	AETC Form 62, Absentee Report (See notes 2, 5)
2	Military Training Flight commander, First Sergeant, or Military Training Leader (MTL)	necessary appointments and details	AETC Form 50, Appointment Slip (See notes 2, 3, 5)
		Special Activities Teams (SAT) members and recruits	AETC Form 50, Appointment Slip (See notes 2, 3, 5) or SAT aiguillette
3	Medical doctors assigned to 82 Medical Group, Sheppard AFB	a medical condition so severe it interferes with normal military formation requirements	AF Form 422, Physical Profile Serial Report (See notes 4, 5)
		individual medical or dental appointment	AF Form 490, Medical/Dental Appointment (See notes 2, 5)
4	Chief, Military Training Support Flight	participation in a scheduled approved event such as a parade or special activity	A "Student Release from School" memo (SAT members only)
5	Correctional Custody Personnel	necessary appointments, details, and school	SAFB Form 109, Accountability of Correctee's Absence (See notes 2, 3)
6	Military Training Flight commander, First Sergeant, MTL	detail, more than one person	SAFB Form 78, NPS Student Detail Pass (See notes 1, 2, 5)

Note 1. May be used for multiple students if assigned to same military training flight.

Note 2. Three or more students going to the same destination will march.

Note 3. Each straggler must have a separate form.

Note 4. Must be reviewed and signed by military training flight (MTF) commander, first sergeant, or MTL.

Note 5. Most direct authorized route of march must be used between origin and destination.

2.7. Motor Vehicle Conduct

2.7.1. Motor vehicle operators will obey directions of the formation commander or any permanent road guards. The AFI 31-204/SAFB Sup 1, ***Motor Vehicle Traffic Supervision***, establishes policies and procedures for operating motor vehicles on Sheppard Air Force Base.

2.7.2. Marching units will yield the right-of-way to emergency vehicles whenever they are operated as such. Emergency vehicles will slow to a safe speed prior to passing a marching unit to allow the unit to yield the right-of-way.

2.7.3. Persons observing a vehicle or marching unit committing an act that endangers the safety of anyone will report the incident within 24 hours to their MTL and/or security police. Reports should be made in person and as a minimum provide the date, time, and place of incident; name and units of all personnel involved and uninvolved witnesses; state, license number, and description of vehicle; and what occurred.

★2.8. Formations running on the street must use the designated PC leadership running area listed in SAFBI Sup 1/ATCI 36-2216, Attachment 3, during the appropriate hours.

2.9. Safety Equipment

2.9.1. Student leaders performing duties as road guard monitors and any students serving as flight commanders or formation commanders will wear reflective vests when accompanying formations.

2.9.2. During the hours of limited visibility or darkness, all NPS students will carry an issued illuminated wand (illuminated flashlight with yellow safety cone attached) while on- or off-duty while in uniform (including stragglers). **NOTE:** Any NPS student not complying with this paragraph will have an AETC Form 341, **Excellence/Discrepancy Report**, pulled and the individual will be instructed to have a working flashlight within 24 hours.

2.9.3. Permanent road guards will wear reflective vests at all times while performing this duty. Formation road guards will wear reflective vests during the hours of limited visibility or darkness.

Section C – Forms Prescribed

3. Forms Prescribed: AF Form 422, **Physical Profile Serial Report**; AF Form 490, **Medical/Dental Appointment**; AETC Form 50, **Appointment Slip**; AETC Form 62, **Absentee Report**; SAFB Form 84, **Pipeline Airmen Assignment Notification and Relocation Preparation**; AETC Form 341, **Excellent/Discrepancy Report**; SAFB Form 78, **NPS Student Detail Pass**; SAFB Form 109, **Accountability of Correctee's Absence**; SAFB Form 120A, **Processing Checklist - TDY Student Personnel (Non-Prior-Service Student)**; SAFB Form 303, **Phase Card**. All forms are available electronically.

SHARLA J. COOK, Brigadier General, USAF
Commander

Attachment:

Road Guard Positions and Routes of March

Attachment 1

ROAD GUARD POSITIONS AND ROUTE OF MARCH

